

LADC APPLICATION CHECKLIST

Licensure of Alcohol and Drug Counselors

High Point & Affiliated Organizations ACT Program



- All Applicants: Completed application signed by ACT Coordinator (Internal Applicants: signed by supervisor)
- Internal Applicants: Supervisor recommendation form, signed
- Internal Applicants: Most recent performance evaluation scoring 300 or above (if within your 90 days, two letters of recommendation: one must be from your supervisor) (Internal Applicants)
- All Applicants: Updated resume
- External Applicants: Two letters of Recommendation
- All Applicants: High school diploma or equivalent (GED)
- All Applicants: College transcripts (if applicable)
- All Applicants: Narrative statement (1-page statement on why you would be a good candidate to join the ACT program)
- All Applicants: Student guidelines, signed by applicant

If you have not been employed with High Point for one year, and/or are not employment categories A, B, or I, a balance of \$150.00 must be paid prior to the start of each course. External applicants, \$300.00 must be paid prior to the start of each course.

Please mail payment to:
ACT Program
72 Kilburn Street
New Bedford, MA 02740
Attention: Kathy Spear

Pay by phone:
David Heinze
Accounting Supervisor
774-628-1020

Submit all these documents to actprogram@hptc.org